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## Subject access request acknowledgement SAR26-0081

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**From** dataprotection <dataprotection@scotborders.gov.uk>  
**Date** Mon 2026-04-27 2:26 PM  
**To** MMA Legal <evidence@mmalegal.co.uk>  
**Cc** dataprotection <dataprotection@scotborders.gov.uk>

Dear Sir/Madam

Client Reference – 100355 – K Robertson

I am writing to acknowledge your Subject Access Request and to inform you that the Council will respond within the 30 calendar day timescale.

I would also like to take this opportunity to advise that where requests are complex and voluminous that the Council is entitled to extend this timescale up to 90 calendar days. If an extension is required, the Information Management Team will notify you of this without undue delay.

Yours sincerely

Gillian Laing

Information Management Team  
Scottish Borders Council  
0300 100 1800

[dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

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### Your data: Information Requests

You can contact the Council's Data Protection Officer using the contact details for the Council as set out above or by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk)

We will use your information to process your information request. The Council is entitled to collect and use this information under its statutory duty to respond to requests under Data Protection.

Your initial request, response, related correspondence and other supporting documentation will be destroyed in a secure manner 3 years after completion of your request.

Your information will be accessed by Council staff who need to do so in order to provide you with a response to your request.

For information on your rights, please visit our website <http://www.scotborders.gov.uk/DPYourRights>

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